TSD/CB Memo #68-194
8 November 1968

MEMORANDUM FOR: D/ORD/DD/S&T

ATTENTION   :   DD/ORD/DD/S&T

SUBJECT   :   Review of Requirements Levied on ORD
by TSD Appropriate to FY-69; Initiation
of Requirement Identification and
Processing System

REFERENCE   :   TSD/CB Memo #68-117, 12 June 1968

1.   Experience with the coordination process between TSD and ORD has shown some soft spots which it is believed can be firmed up by establishing a TSD requirement identification system and a procedure for routing ORD proposals submitted for project coordination into, through, and out of TSD.
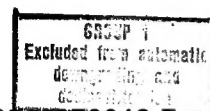
2.   Attached is a listing of currently active TSD requirements levied on ORD identified according to the proposed identification system. The requirement list has been reviewed by TSD/D&E Branch Chiefs and Program Managers; it represents the status of the TSD requirements picture as of date of issue of this memorandum.

3.   Requirement identification number will be assigned in office of C/TSD/CB in which office a log of active requirements will be kept. Each new requirement will be validated by C/TSD/D&E. Until further notice the statement of requirement will be sent to ORD via [   ] who will insert   25X1 it into the proper channel in ORD. A duplicate log of requirements will be maintained in OC/TSD/D&E.

4.   Proposals submitted by ORD for TSD coordination are to be directed to C/TSD/CB who will route them to appropriate personnel. Replies are due within a period of five work days. Replies are to be submitted to C/TSD/CB who will send them to ORD via OC/TSD/D&E.

5.   It is suggested that ORD assign a number to each project response which they propose making to a TSD requirement. This number will identify the TSD requirement by the TSD number with an appropriate designating symbol defining

the particular response made by ORD. As an example should three distinct projects be mounted by ORD in response to TSD requirement TII-3-69, they might be identified as TII-3-69-1, TII-3-69-2 and TII-3-69-3.

6. TSD will review the requirement list at least semi-annually, removing those which no longer exist, updating others and insuring that all recent requirements have been placed in the system.

7. Current requirement list with TSD designators is attached.

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Chief, TSD/CB

CONCUR:

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